



OFFICE SUPPLIES

NON-MANDATORY FOR STATE AGENCIES

AVAILABLE TO POLITICAL SUBDIVISIONS

The WCSA-NASPO cooperative purchasing organization has established contracts for Office Supplies. Categories under the contracts are listed on the next page and include a variety of general office supplies including ink and toner cartridges, technology supplies, and break room supplies.

NOTE: Copier paper purchases are excluded from this contract for State of Alaska agencies. Existing mandatory [contracts](#) must be used.

Contractor	WCSA Contract Number	State Contract Number	PA Signed
OfficeMax (ANC/FAI/JUN)	9803	WN2013OS0003	Yes
Staples (ANC/FAI)	9802	WN2013OS0002	Yes

Contract Term: January 4, 2010, through **January 4, 2015.**

Freight Policy: Contract pricing includes shipping and delivery costs for deliveries within Anchorage, Fairbanks, and Juneau. Actual shipping costs for deliveries outside Anchorage, Fairbanks, and Juneau will be passed on to the ordering agency.

All emergency or rush deliveries that require special shipping and handling will be at the ordering entities expense, with prior approval from the ordering entity. Emergency or rush shipping charges shall be added to an invoice as a separate line item.

Online orders placed by 4:00 pm shall qualify for delivery within 3 business days. Customer service agents and technical support staff will be available to handle all orders and mitigate all order related technical issues from 8:00 am to 5:00 pm AST.

Training: Contractors shall provide all training as necessary at no additional cost on all aspects of ordering, online ordering, product delivery, product returns, and customer service processes.

The original solicitation and contract terms and conditions for this contract can be found at the WCSA-NASPO [website](#) including the [Category Discount Comparison](#), Office Supplies [webinar](#) and [Power Point presentation](#).

If you have any questions concerning the contract, please contact:

Jason Grove, CPPB

Contracting Officer

State of Alaska

Department of Administration

Division of General Services

Phone: (907) 465-5679

Email: jason.grove@alaska.gov

Office Supply Categories

#	Category Description
1	Adhesives, Glues, Gluesticks, Adhesive Removers
2	Appointment Books, Phone Message Books, Statement Books, Fax Message Books, While You Were Out Books, Forms, Dictionaries, Thesaurus, Diaries, Tickets, Reference Sets, Etc
3	Archive Boxes, Cardboard Boxes, Storage Containers
4	Award Frames, Displays, Plaques, Certificates
5	Badges, Badge Holders, Lanyards
6	Batteries, Chargers, UPS Power Supply
7	Binder Clips, Paper Clips, Panel Clips, Pushpins, Thumbtacks, Safety Pins, Rubber bands, Scissors, Shears, Cutters, Trimmers, Hole Punches
8	Binders, Combs, Rings, Splines
9	Book Cases, Book Ends, Book Shelves
10	Bulletin Boards, Cork Boards, Easels, Easel Pads, Poster Boards
11	Calendars, Desk pads, Refills, Planners
12	Calculators, Calculator Ink, Calculator Spools, Adding Machine Tape, Cash Register Tape
13	Carts, Hand trucks
14	CD's, DVD's, Cassette Tapes, Tape Cartridges, CD and DVD Cases, CD and DVD Storage, VHS Tapes, Computer Disks and Diskettes, CD Mailers, Digital Voice Recorders, Ribbons, Typewriters, Computer Bags and Cases, Cameras, Camera Film, Photo Paper, Camera Bags, Camera Cases
15	Chairmats
16	Clocks, Hooks, Lamps
17	Correction Fluid, Correction Tape, Correction Pens
18	Cups, Spoons, Forks, Plates, Bowls
19	Dusters, Computer Dust-off, All Wipes, Lysol, Clorox, Hand Soaps, Windex, Air Freshener, Dust Pans
20	Erasers, Dry Erase Erasers, Chalk, Crayons
21	Fans, Heaters
22	First Aid, Hand Lotions, Hand Sanitizers, Pain Relief, Gloves, Safety Supplies
23	Headsets, Headset Accessories, Headphones
24	Ink Pads, Refills, Stamps
25	Knives, Cutters, Blades, Scrapers

#	Category Description
26	Labels, Label Makers, Label Holders
27	Mailing Tubes, Mailing Tubs, Packaging, Envelopes, Fingertips, Letter Openers, Moistener
28	Markers, Highlighters
29	Mouse, Keyboards, Wristrests, Keyboard Pads, Mousepads, Keyboard Trays
30	Notebooks, Notepads, Pads of Paper, Post it Notes, Art Paper, Construction Paper, Crepe Paper
31	Office Organizers, Inboxes, Copyholders, Pen and Pencil Holders, Wastebaskets, Drawers, Desktop Shelves, Garbage Can Liners, Shredders, Shredder bags, Surge Protectors, Extension Cords
32	Paper
33	Pencils, Pencil Erasers, Lead Refills, Pencil Sharpeners, Pens, Pen Refills
34	Protractors, Rulers, Yardsticks, Compasses, Engineer Triangles
35	Report Covers, Files, File Folders, Pocket Files, Portfolios, Jackets, Inserts, Folder Frames, Dividers, Wallet Files, File Guides, Index Cards, Business Cards, Card Holders, File Indexes, Tabs, Ledgers, Tab Reinforcement, Tags, Sheet Protectors, Letters, Numbers, Fasteners, Fastener Bases, Clipboards, Flag Tape
36	Signs, Sign Holder, Flyer Holders, Racks, Literature Displays, Name Plates
37	Staplers, Staples, Staple Removers
38	Storage Cabinets, Filing Cabinets, File Storage Systems, Rails
39	Tape, Tape Dispensers, Embossing Tape, Velcro Products
40	Tissue, Paper Towels, Napkins
41	Toners, LaserJet HP Brand only
	All other HP Toners, Cartridges, Fusers, Kits, Drums and accessories
42	Toners, Cartridges, Fusers, Kits, Drums, All other Brands
	Remanufactured Toners
43	Transparency Film, Transparency Paper, Laminators, Laminating Supplies, Laminating Pouches
44	USB Drives, Flash Memory, Zip Disks
45	Un-Categorized Spend



Master Agreement No. 9803

Ordering Website: <http://omxsolves.com/stateofalaska>

Email Address (for new accounts and general questions)

Contact Information

Anchorage Store #1

3101 Penland Parkway, Suite M-89

Anchorage, AK 99508-1955

Store Manager: Steven Covan

Phone: (907) 274-4703

Email: store0518@officemax.com

Anchorage Store #2

8701 Old Seward Highway

Anchorage, AK 99515

Store Manager: Darla Powell

Phone: (907) 522-3080

Email: store0213@officemax.com

Juneau Store

8475 Glacier Highway, Suite 103

Juneau, AK 99801

Store Manager: Adam Dordea

Phone: (907) 523-2900

Email: store1531@officemax.com

Fairbanks Store

Bentley Mall, 24 College Road

Fairbanks, AK 99701

Store Manager: Roy Baldwin

Phone: (907) 456-6662

Email: store0761@officemax.com

Note: If you have not set up an OfficeMax account yet, please see the New User Setup form on the next page and follow the instructions for submitting the form.



Master Agreement No. 9802

Ordering Website: <https://order.staplesadvantage.com>

Contact Information

Fairbanks, Anchorage & the Mat-Su Valley

Chris Hughes

Phone: (907) 315-0008

Email: christopher.hughes@staples.com

Kenai Peninsula

Dean Fleming

Phone: (907) 252-7392

Email: dean.fleming@staples.com

Sales Manager

Ernie Daniels

Phone: (907) 786-5150

Email: ernest.daniels@staples.com

State of Alaska/WSCA

New User Setup

Please fill out information below. ***Required information**

Contact and Location Information

First Name *	
Last Name *	
Agency Name *	
Department Name *	
Delivery Address – Line #1 *	
Delivery Address – Line #2	
City *	
State *	
Zip Code *	
Building # (if applicable)	
Floor # (if applicable)	
Room # (if applicable)	
Other Delivery Info	
Your Phone # *	
Your Fax #	
Your Email Address*	

Invoicing Information

Your account will be set up for credit card use unless otherwise specified.

Do you require an alternate form of billing? YES ___ NO ___

If you want to be invoiced please provide the accounts payable contact:

Name	
Phone #	
Email address	

Your account will be set up for emailed invoices unless otherwise specified.

Do you prefer emailed invoices or hard copy invoices? **Electronic (EIP)** _____ **Hardcopy**_____

If email address is other than listed above, please provide _____

NOTE: EIP invoices are sent from OfficeMaxFinancialServicesDocument@Microdg.com. Please add this address on your safe senders list. The IP address is 63.103.195.238 and can be provided to your IT department.

Which of the following will you be ordering?

Office Products ___ **Print and Document Services** _____ **Both**_____

Please email your completed template to:

CSCACCTCOORD@officemax.com

Please include **“State of Alaska Account Set up Request”** in the subject line of your email.

OfficeMax Account number (if available) _____